

Swanage Food Bank Trustees' Report: 01/04/2024 – 31/03/2025

Reference and administrative details

Charity name : Swanage Food Bank

Registered charity number : 1185288

Charity's principal address : United Reformed Church, 112 High Street, Swanage, Dorset BH19 2NY

Trustees: Mr Ian Bandy (Treasurer), Mrs Lucy Cocke (Secretary), Mrs Ann Emery, Mrs Donalda Plowman, Mrs Pauline Werba, Mrs Pamela Hayes (resigned 13th February 2025), Mrs Julie Bond, The Rev'd John Hutchison

Charity phone number : 07759 230313 (client referrals)
 07754 081420 (enquiries)

Social Media : Swanage Food Bank Facebook

Structure, governance and management

Type of governing document : constitution

How the charity is constituted : Charitable Incorporated Organisation (CIO)

The Trustees meet regularly throughout the year to discuss the management of policies (Safeguarding, Health and Safety, Risk Assessment, Public Indemnity Insurance), finances and matters concerning the running of the Charity and the appointment of Trustees. Proposals arising are then presented to the Membership at General Meetings (held 3 or 4 times yearly including an AGM) and electronically for further comment and approval by majority vote.

Objectives and activities

Summary of objectives as set out in its governing document: The relief of financial hardship amongst people in Swanage and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by: a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty b) such other

means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

Summary of main activities undertaken for the public benefit in relation to these objectives: Swanage Food Bank operated throughout the year from the Swanage United Reformed Church building on Mondays, Wednesdays and Fridays between 12 noon and 2.00pm with flexible arrangements for emergency needs outside of those hours. Our Team of 17 volunteer members works on a weekly Rota in threes or pairs. During and subsequent to Covid lockdowns/ restrictions, we have also been helped by a Home Deliveries Team of 17 volunteers. Referrals of clients are made by a number of networking care agencies which contact us to give details of households needing Swanage Food Bank aid. When clients cannot contact these agencies, self-referrals are accepted. All vouchers are completed by the Team on Duty so that statistics may be maintained on a monthly basis

Clients are provided with their food supplies (for seven days of three meals per day per each household member) and essential toiletries as available. Top-ups of fuel cards of up to £40 are also made within safeguarding rules following an Agency referral. Our Charity's main source of food items has been from individuals in Swanage and district giving items in our Food Bins in local supermarkets (Co-op, Budgen's, Spar, and Costcutters) as well as at the backs of churches and outside of our premises during Duty hours, together with food donated from schools, churches and other organisations. In this way, there is a sense of community ownership of the work we carry out, and we are very grateful for such ongoing support. The stocks are supplemented by purchases from local stores, and from deliveries from online ordering with Morrisons. Although Swanage Food Bank has made no appeals for money and does not engage in fund-raising activities, we have received many financial donations from individuals, churches, and other organisations (some of which have independently raised money and donated it to us)

Achievements and performance

Since receiving recognition as a Registered Charity on 13th September 2019, we have continued our many previous years of work, as a small charity, supplying a large number of families and individuals in food poverty with generous amounts of food and essentials. The numbers assisted this past year were 860 adults and 598 children, which was a marked decline from the previous year of 1,097 adults and 736 children. This may be due to increased use of the Community Pantry and the FareShare Larder. We increased provision for our homeless clients who are offered cutlery, plates, mugs, and a tin opener. At Christmas we continued to provide festive items as well as treats to anyone who approached us for help in December.

At the beginning of the year we moved from the Salvation Army premises to the United Reformed Church. This has been a great success due to the increased space

with free standing shelves in the centre of the room which makes everything easily accessible to our Duty Teams. The Church has been extremely welcoming and supportive. Our Home Delivery Team are able to park outside when collecting supplies of food for delivery, and our Clients are able to access the Food Bank at our side entrance.

On April 30th 2024 Pauline Werba resigned as Chair of Swanage Food Bank. We are enormously grateful to her for her outstanding leadership and we are delighted she will remain as a Trustee. The Trustees agreed to share the duties and responsibilities of the Chair until a new Chair has been found. Pamela Hayes resigned as a Trustee and the Minutes Secretary on February 13th 2025. We are most grateful to her for all that she has contributed over many years. The Minutes will be taken by different volunteers until a permanent solution is found. During the course of the year Julie Bond and John Hutchison kindly agreed to join the Food Bank as Trustees. Our AGM took place on Thursday 6th June 2024 at All Saints' Church. There was the statutory resignation of two Trustees (Lucy Cocke and Donalda Plowman) and their re-election approved.

During the course of the year Ann Coleman, Nadine Evans, Heather Orchard and Julie Rose joined Swanage Food Bank Duty Teams. Rod Ivall joined our Home Delivery Team. We are most grateful to Pat Bordessa and Pete Lightowler who stepped down during the year. Alan Dominy has kindly agreed to be our Safeguarding Lead.

We had a 5* rating following our Environmental Health Inspection having already instigated weekly recordings of our fridge and freezer temperatures. Dorset Council has appointed a Community Engagement Project Officer who has been excellent at bringing various volunteer groups together. Several new initiatives are proving most helpful to Swanage Food Bank, and we are pleased to inform Clients that the Focus Centre is able to offer support unrelated to food needs. There is now a dog food collection point in Swanage which has been greatly appreciated by Clients struggling to feed their pets.

We recognise the importance of communication and we have introduced a WhatsApp Group between our duty team leaders as well as our Treasurer. We had a Swanage Food Bank tree at the Annual Swanage Christmas Tree Festival to publicise our work.

Team and Trustee Meetings take place throughout the year and we are enormously grateful to our Treasurer Ian Bandy who presents finance reports and updates at all our Meetings. We also thank Judy Bandy for her support with publicity. As always we thank our hardworking Duty Team Members and our Home Delivery Team. Special thanks go to Robin Plowman who empties our collection bins and Julie Bond who places an online order with Morrisons each week.

Financial Report

The accounts for the period ended 31st March 2025 have been produced on a Receipts and Payments basis.

The Trustees have agreed a Reserves policy which seeks to maintain a balance on unrestricted funds of approximately six months' unrestricted expenditure to cover emergencies that may arise from time to time, and also additional reserves to cover specific, identified financial risks.

Income derives primarily from donations by individuals, but also from local businesses, charities and other organisations. We have around 12 donors providing regular donations of around £500 per month in total but otherwise our income consists of ad-hoc donations. Our total income fell by around £2,500 from the previous year. We are immensely grateful for the generosity of all who have donated to us.

The charity registered for Gift Aid in September 2019 and we claim back from the HMRC for gift-aided donations from time to time. We received £1,544 back from HMRC in this financial year.

Our expenditure decreased by over £4,500, reflecting the lower number of clients who came to us for help during the year.

Overall we made a deficit of £2,555 in the year (compared to a deficit in the previous year of £4,881). With £29,500 in the bank we are well funded for the next year (and beyond) which will enable us to cope should we be in deficit again in 2025/26.

In addition to monetary donations we continue to receive a significant volume of items of food from the local community. We have not estimated the value of these gifts in kind and they are not included within the financial figures stated.

The Trustees are, of course, extremely grateful to all who have contributed items of food and/ or money, without which Swanage Food Bank would not be able to function.

Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Trustees of Swanage Food Bank:

Signature : 

Full name : LUCY COCKE

Position : SECRETARY

Date: 5 / 6 / 25



CHARITY COMMISSION
FOR ENGLAND AND WALES

Swanage Food Bank

1185288

Receipts and payments accounts

CC16a

For the period
from

01/04/2024

To

31/03/2025

Section A Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
A1 Receipts					
Donations - individuals	£10,869	£0	£0	£10,869	£13,813
Donations - businesses	£1,000	£0	£0	£1,000	£110
Donations - other charities/ voluntary organisations	£4,045	£0	£0	£4,045	£3,768
Bank interest	£708	£0	£0	£708	£561
Gift Aid tax reclaim	£1,544	£0	£0	£1,544	£2,361
Other Income	£39	£0	£0	£39	£0
Sub total (Gross income for AR)	£18,205	£0	£0	£18,205	£20,612
A2 Asset and investment sales, (see table).					
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
Sub total	£0	£0	£0	£0	£0
Total receipts	£18,205	£0	£0	£18,205	£20,612
A3 Payments					
Energy top-ups	£280	£0	£0	£280	£650
Food purchases	£17,224	£0	£0	£17,224	£20,547
Christmas	£0	£0	£0	£0	£500
Telecoms	£180	£0	£0	£180	£35
Stationery, printing, postage	£64	£0	£0	£64	£42
Premises	£2,400	£0	£0	£2,400	£1,600
Equipment	£109	£0	£0	£109	£581
Insurance	£302	£0	£0	£302	£246
Move to new premises	£50	£0	£0	£50	£1,238
Other	£151	£0	£0	£151	£54
Sub total	£20,760	£0	£0	£20,760	£25,493
A4 Asset and investment purchases, (see table)					
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
Sub total	£0	£0	£0	£0	£0
Total payments	£20,760	£0	£0	£20,760	£25,493
Net of receipts/(payments)	£-2,555	£0	£0	£-2,555	£-4,881
A5 Transfers between funds	£0	£0	£0	£0	£0
A6 Cash funds last year end	£32,076	£0	£0	£32,076	£36,958
Cash funds this year end	£29,521	£0	£0	£29,521	£32,076



CHARITY COMMISSION
FOR ENGLAND AND WALES

Swanage Food Bank

1185288

Receipts and payments accounts

CC16a

For the period
from

01/04/2024

To

31/03/2025

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current accounts	£1,788	£0	£0
	Savings accounts	£27,597	£0	£0
	Petty Cash	£137	£0	£0
	Total cash funds	£29,521	£0	£0
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	ICBandy	IC BANDY	5/6/25	